

DUNKIRK PRIMARY & NURSERY SCHOOL GOVERNING BODY



TERMS OF REFERENCE DOCUMENT 2016-2017

DUNKIRK PRIMARY & NURSERY SCHOOL

TERMS OF REFERENCE DOCUMENT

CONTENTS

1. Instrument of Government (page 3)
2. Election Process for Chair & Vice Chair (page 4)
3. Membership of Committees (page 4-5)
4. Committee Remits (page 6-9)
5. Governor Responsibilities (page 10)
6. Delegation of Functions (page 11-15)

INSTRUMENT OF GOVERNMENT: COMMUNITY SCHOOL

1. The name of the school is **Dunkirk Primary & Nursery School**
2. The school is a community school
3. The name of the governing body is "The governing body of Dunkirk Primary & Nursery School"
4. The governing body shall consist of:
 - **6** Elected Parent Governors;
 - **1** LA governors;
 - **1** Elected Staff Governor;
 - **1** Headteacher;
 - **7** co-opted governors
5. The total number of governors is **16**
6. The instrument of government comes into effect on 1st November 2014
7. The instrument was made by order of Nottingham City Local Education Authority on 15th October 2014
8. A copy of this instrument must be supplied to every member of the governing body (and the Head Teacher if not a governor)

A handwritten signature in black ink, reading "Alistair Conquer". The signature is written in a cursive style with a large, stylized 'A' and 'C'.

Alistair Conquer, Head of Education Services,

ELECTION OF OFFICERS

Dunkirk Primary & Nursery School Governing Body has agreed the following:

- Candidates will be nominated and seconded usually at the autumn term meeting.
- If more than one Governor is nominated for the position of Chair or Vice Chair an election shall be held. Candidates will be asked to leave the room and a ballot held conducted by the Clerk.

The term of office for Chair and Vice Chair will be two years.

CHAIR OF GOVERNORS: Dr A Bennett

Date Elected: Spring 2014

Term End: Spring 2017

VICE CHAIR OF GOVERNORS: Ms M Artingstoll

Date Elected: Spring 2014

Term End: Spring 2017

Finance & General Purposes Committee

- Mr Bennett, Chair of committee
- Mr Whalley
- Ms Smith
- Headteacher

Pupils & Personnel Committee

- Chair of committee
- Mr Bennett
- Mrs Artingstoll
- Ms Smith
- Ms Williams
- Mrs Bowen
- Mr Lucas
- Headteacher

Strategic Development Committee

- Mrs Adams Chair of committee
- Mrs Artingsoll
- Mrs James-Davis
- Ms Larkin
- Mrs Clay
- Ms Williams
- Headteacher

Pupil Discipline Committee: arranged as appropriate

The decisions made by the governors at their meeting on 15th October 2014, regarding the review of membership and remits of committees are recorded in the following Committee table which is updated termly.

1. Finance and General Purposes Committee

The remit of the committee is to:

"to determine the school's annual budget plan, including the staff complement;

consider reports from the head teacher comparing expenditure with budget and to approve variations as necessary;

plan the school budget in accordance with the priorities in the school development plan (SDP);

determine the written description of financial systems and procedures;

operate the governing body's arrangements for obtaining quotations and inviting tenders;

authorise all write-offs and disposals of surplus stock and equipment in accordance with LA regulations;

recommend to the governing body a charging policy in alignment with the LA charging policy;

determine arrangements for the accounts and audit of the school fund(s);

determine matters relating to building maintenance, health, safety and lettings outside school hours in accordance with the governors' delegated responsibilities;

determine matters relating to school security;

determine insurance arrangements and other related services;

determine relevant policies and ensure their regular review."

2. Personnel and Pupils Committee

The remit of the committee is to:

"determine arrangements for all appointments of staff except for head teacher and deputy head;

determine a staffing structure and other staffing matters including reductions in staffing levels and leave of absence;

recommend to the governing body a staff pay policy;

review staff grading in line with the schools agreed pay policy;

determine personnel matters in accordance with the procedures adopted by the governing body;

consider matters of pupil and staff welfare and make recommendations to the governing body;

determine relevant policies and ensure their regular review."

3. Development Committee

The remit of the committee is to:

"consider the curriculum at the school in accordance with the national and local requirements;

make recommendations to the governing body on the school management plan and curriculum matters;

oversee the implementation of the governing body's curriculum responsibilities within the school including sex education, religious education and collective worship;

consider inspection reports, prepare action plans and monitor progress;

make recommendations on strategic development that will improve pupil achievement and school effectiveness;

determine relevant policies and ensure their regular review."

4. Pupil Discipline Committee

The remit of the committee is to:

"consider the circumstances in which a pupil has been excluded and representations made by the parent and the LA as required by the School Standards and Framework Act 1998;

decide whether or not to uphold or reinstate any exclusion which exceeds five days in any one term."

5. Staff Dismissal Committee

The remit of the committee is to:

"determine personnel matters in accordance with the discipline procedures adopted by the governing body;

determine whether any person employed by the LA to work at the school should cease to be employed at the school;

6. Staff Dismissal Appeal Committee

The remit of the committee is to:

"consider appeals against decisions of the Staff Dismissal Committee".

7. **Fun Club Management Committee** – managed by a voluntary Management Committee of trustees with Governor representation and feedback to full Governors’ meetings; also a registered charity

The remit of the committee is to:

manage the school’s out of hours childcare provision which includes

- Term time after school club
- Nursery Lunch Club
- All holiday provision

comply with the children’s Act 1989 and Ofsted guidelines and ensure Ofsted recommendations are implemented

be responsible for appointing staff

monitor and approve accurate financial records which are audited annually

approve items of expenditure of more than £100

monitor the quality of Childcare Provision and ensure the training needs of all staff are supported

provide publicity and promote fundraising opportunities (including bids for external grant support)

ensure all documentation is in place and regularly reviewed and that police suitability checks have been completed

ensure equal opportunities are applied in accordance with the school and club’s Equal Opportunities Policy

8. **General**

The governing body approved the following matters:-

- i) the chairman, vice-chairman of governors and head teacher may attend all committee meetings as ex-officio non-voting members, excepting the head teacher who may not be a member of the Pupil Discipline, Staff Dismissal or Staff Dismissal Appeals Committees;
- ii) when specifically named as members of a committee the Chairman, Vice-Chairman and head teacher will have full voting rights, except that the head teacher cannot be a member of the committees identified in i) above;

- iii) the Pupil Discipline Committee shall meet initially to elect the Chairman of the committee, who may be called upon to consider a particular exclusion when it would not be possible to call a quorate meeting within the statutory timescale.

GOVERNOR(S) RESPONSIBILITY

The following governors have been delegated the initial responsibility for the following categories. These responsibilities are to be reviewed annually by the full governing body.

	Governor Name
CHAIR:	Andy Bennett
VICE CHAIR:	Maria Artingsoll
CHILD PROTECTION/SAFEGUARDING GOVERNOR:	Maria Artingsoll
EQUAL OPPORTUNITIES/EQUALITIES GOVERNOR:	Maria Artingsoll
GIFTED & TALENTED GOVERNOR:	Naomi James-Davis
MATHS / NUMERACY GOVERNOR:	Steve Whalley
HEALTH & SAFETY GOVERNOR: (links to healthy and safe educational visits)	Andy Bennett
ENGLISH / LITREACY GOVERNOR:	Pauline Smith
ICT GOVERNOR:	Pauline Smith
SPECIAL EDUCATIONAL NEEDS GOVERNOR: (inclusion / link to behaviour management)	Maria Artingsoll
SEX AND DRUGS EDUCATION GOVERNOR:	Andy Bennett
TRAINING CO-ORDINATOR GOVERNOR:	Maria Artingsoll
PERFORMANCE MANAGEMENT GOVERNORS:	Andy Bennett Maria Artingsoll
COMMUNITY LIAISON / EXTENDING SCHOOLS GOVERNOR:	Maria Artingsoll
CURRICULUM / SUBJECT GOVERNORS:	-See Appendix
SCHOOL'S COUNCIL LIAISON GOVERNOR:	Andy Bennett
ASSESS MENT / STANDARDS OF ATTAINMENT GOVERNOR:	Andy Bennett Anne Adams

The following table shows agreed subject/area links between governors and school staff. Meetings take place according to the school's annually reviewed monitoring and evaluation cycle.

DELEGATION OF FUNCTIONS

A governing body can delegate any of its statutory functions to a committee, a governor or the Head Teacher, subject to prescribed restrictions. The governing body must review the delegation of functions annually. Each governing body will remain accountable for any decisions taken including those relating to functions delegated to a committee or individual.

Functions that can be delegated to a committee but not to an individual

- The alteration, discontinuance or change of category of maintained schools;
- The approval of the first formal budget plan of the financial year
- School discipline policies
- The exclusion of pupils (except in an emergency when the chair has the power to exercise these functions)
- Admissions

The governing body cannot delegated any functions relating to

- The constitution of the governing body (unless otherwise provided by the constitution regulations)
- The appointment or removal of the Chair and Vice-Chair
- The appointment of the Clerk
- The suspension of governors
- The delegation of functions
- The establishment of committees

Any individual or committee to whom a decision has been delegated must report to the governing body in respect of any action taken or decision made. The governing body can still perform functions it has delegated this enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated.

The use of the chart below is to record decisions delegated by the governing body for continued development and effectiveness. Please indicate responsibilities delegated to the Head Teacher, Committee and / or an individual.